

ACING THE INTERVIEW

HOW TO SCORE THAT NEW JOB

STEP 1 → PREPARATION

You just got the call or email asking to come in for an interview. While this is exciting news, it's important to do your homework beforehand to ensure the interview runs smoothly.

ATTIRE

New Duds

It's important to look the part when going into an interview, so invest in professional business clothes!

Look Sharp

Be well-groomed. Freshly shaven & hair styled out of your face!

Clean Kicks

Make sure your shoes are clean and look professional.



RESEARCH

Know Your Stuff

First things first, spend time researching the company beforehand. The best way to do this is to explore its website – understand its mission statement, offerings, social media, and management team.

Google It

Search for recent news articles about the company.

Background Check

Look into your interviewer's background on the company website – may give insight into what his/her activities are.

Rehearse

Practice your responses to difficult questions so you won't be caught off guard.

Learn It, Know It.

Before you go in, be sure you completely understand the job description and the distinction in job titles and functions.

WHAT TO BRING

Extra Copies

Don't leave home without extra copies of your resume, cover letter, and references.

Writing Tools

It may seem elementary, but bring a pen and a notebook.



ARRIVING

Don't Be Late

Arrive a few minutes early, and allow extra time for travel delays.

Off-Mode

Turn off your cell phone and avoid using it during the interview!



STEP 2 → RIGHT BEFORE THE INTERVIEW

Always be sure to double-check that you have everything you need before entering the interview. This includes copies of your resume, a pen and paper, and a professional attitude.

INTRODUCTIONS

Be Nice

Be kind to everyone. When you walk in, smile, be respectful, personable, and professional.

Shake On It

Always shake hands when you meet the hiring manager/committee. Shake again when the interview is over!



STEP 3 → THE INTERVIEW

Today is the day! You're ready for whatever they throw at you, but remember to keep a few tips in mind.

HOW TO BEST ANSWER QUESTIONS

Short and Sweet

Keep responses short and focused on each question. Be engaging and thorough, but try not to drone on. Remember to include real-life examples in your responses.

Me, Me, Me

The job interview isn't the time to tell your life story. The goal is to show how/what you would contribute.

ME!

BODY LANGUAGE

Sit Up

Moderate posture & gestures are basic, neutral ways to conduct yourself. Avoid touching your face/hair.

Eye Contact

Don't dart your eyes around the room, as it comes across as untrustworthy. Maintain moderate eye contact throughout.

Listen Up

Instead of solely focusing on giving a good answer, focus on the question you're being asked and its context.



THREE TOUGH QUESTIONS



Interviewer

"Why should I hire you?"

Your Response

Illustrate why you are the most qualified candidate. Do this by reviewing the job description and closely identifying to the listed skills. Cite your experiences from your past that correlate to those skills & knowledge.

Interviewer

"Tell me about yourself"

Your Response

This is likely a warmup question. Keep your answer to a minute or two. Cover four topics: early years, education, work history, and recent career experiences.

Interviewer

"What would the person who likes you the least say about you?"

Your Response

Note a part of your personality that might seem negative but is actually positive. Ex: Impatience → while bad, you could spin it in a way that stresses timeliness and drive.

TABLE TURNER

When the interview winds down, prepare a few strong questions to ask the interviewer. This is the chance to demonstrate your knowledge of the company, the broader field, and to convey how your long-term goals relate to the job.

Examples of Good Questions to Ask

- ? "How would you describe the company's culture and leadership philosophy?"
- ? "As an employee, how can I exceed your expectations?"
- ? "How can I help your company meet your goals?"
- ? "What excites you about coming into work?"

WHAT TO AVOID

Trash Talk

It's a small world, and you don't want to burn any bridges. Never badmouth a former supervisor or organization in an interview.

Tell the Truth

Never lie. Be truthful & succinct.

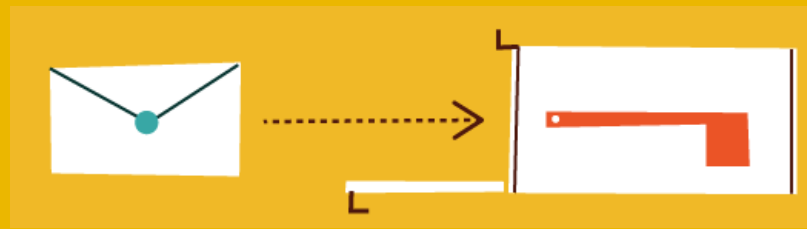
Jumping the Gun

Don't ask about pay, vacation, bonuses, or other benefits until after you've received an offer. Although you should be prepared to answer a question about pay, wait to discuss it until you're given an offer.

Before you leave, ask about the next steps and the expected timeframe in the hiring process.

STEP 4 → FOLLOW UP

Following up an interview with a thank-you note can leave a lasting impression, so don't forget to send one. It could seal the deal!



SENDING A THANK YOU NOTE

Be Thankful

Always remember to follow up immediately after an interview with both an email and a hardcopy thank you note to reiterate your excitement, qualifications, and interest in the job. Keep track of the people you met by learning their names and job titles, or by asking for business cards. You could always pre-write some thank you cards and add a personal note at the end for each person. For example: "I really enjoyed meeting with you and found our discussion on *xyz* to be intriguing."

REMEMBER TO DO YOUR RESEARCH, EXUDE PROFESSIONALISM, AND BE YOURSELF AT YOUR NEXT INTERVIEW! GOOD LUCK!

PRACTICE INTERVIEW QUESTIONS

While I do not recommend having a canned response for every interview question (in fact, please don't), I do recommend spending some time getting comfortable with what you might be asked, what hiring managers are really looking for in your responses, and what it takes to show that you're the right man or woman for the job.



How did you hear about the position?

How do you deal with pressure or stressful situations?

Why do you want this job?

What is your greatest professional achievement?

What are your greatest strengths and what are your weaknesses?

Tell me about a challenge or conflict you've faced & how you dealt with it.